



Classification: Energy Analyst (Limited Term)	Position No. 5800-5837-003
CBID: R10	Office: Energy Efficiency Research
Date Prepared: November, 2013	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direction and supervision of the Energy Commission Supervisor II (EFF) in the Energy Efficiency Research Office, the incumbent serves as a member of an interdisciplinary Buildings team to plan, develop, implement and administer public interest energy research, development and demonstration (RD&D) efforts related to the efficient use of energy in residential, commercial and appliance market sectors. The incumbent has knowledge of energy efficiency concepts, technologies, and practices; performs work of average difficulty to support the buildings and appliances efficiency programs; and, under supervision, develops and manages RD&D projects.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission, including members of the general public. Travel is required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment using a personal computer and appropriate Energy Commission software such as word processing, spreadsheet and data management programs, electronic mail and Internet browsers. The incumbent will participate in and lead meetings with staff from the Energy Commission and with other agencies.

DUTIES AND RESPONSIBILITIES

30% Contract Management. The incumbent will assist in the preparation of the work statement, budget, schedule, special conditions, measurable technical and economic objectives that will be used to determine project success, and other materials necessary to finalize the funding agreement and contract document for research and development (R&D) projects. The incumbent will establish and maintain a business relationship with the contractor; develop and approve contract amendments; receive and review contractor's monthly progress reports, assist in problem resolution, and prepare project evaluations. The incumbent will verify that all contract terms and conditions have been met before approving invoices (and, if necessary, assist the contract's officer dispute a particular invoice); assist in the conduct of reviews of the work conducted by the contractor; and make site inspections. The incumbent will prepare all documents needed to closeout Public Interest Energy Research (PIER) program grants and contracts.

The incumbent will assist in briefing Office, Division, and Commission management on the status of projects. (E)

- 25% Program Planning. As member of a team, the incumbent will assist in performing analyses relating to energy RD&D to be used in developing program and policy recommendations for consideration by Office and Division management and Commissioners. The incumbent will assist in the research, analysis and assessment of advanced technologies and in the preparation of reports and documents. The incumbent will assist in briefing Office, Division, and Commission management on the status of analysis of a variety of efficiency technology development topics. (E)
- 15% Technology and Information Transfer. The incumbent will assist in preparing reports and presentations on project, program and technology issues and achievements. The incumbent will assist in briefing Office, Division, and Commission management on the status of the analysis. The incumbent will assist in the development and preparation of R&D Program Annual Reports. The incumbent will assist in inputting and updating PIER project information in the Program Information Management System (PIMS) and other databases. (E)
- 15% Technology Transfer. The incumbent will review and finalize Contractor deliverables; prepare fact sheets and other documents and disseminate research results and findings to Energy Commission staff and others; and make recommendations for future research that provides significant public benefits to California and meets the state's energy policies and goals. (E)
- 10% Public Information. The incumbent will respond to requests for assistance and information from the public on programs and technologies relating to energy research, development and demonstration in general and the R&D Program in particular. (M)
- 5% Other duties as required consistent with the specification of the classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
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Incumbent Energy Analyst	Kirk Switzer Energy Commission Supervisor II (EFF)
Date	Date